

## OFFICIAL HIGH SCHOOL TRANSCRIPT

- In the Fresno State Scholarships Application, under **Opportunity Specific Questions**, you will be required to provide the name and school email address of the school counselor or registrar who will **scan and upload your official high school transcript online** to the Fresno State Scholarships website for your President's Honors Scholarship application.
- Your request will auto-generate an email to the counselor or registrar providing instructions and a link for uploading your official high school transcript.
- You will be able to confirm online that your official transcript has been uploaded. A **Return to Drafted** status (Counselor name - Return to 'Drafted') indicates it has been uploaded, a **Requested** status (Counselor Name (Requested) indicates it has not been uploaded. You can also change the person who will upload your official transcript and resend a request by clicking on the **References** tab at the top of the page, in which case **the original request will be removed.**
- **Note: Applications received without the addition of an official high school transcript submitted by a counselor or registrar will not be considered.**

## COMPLETE SECTIONS THOROUGHLY

- Each of the sections is designed to assess your AP/IB scores, honors, recognitions and awards (academic and non-academic), leadership, work, and community service involvement.
- If you need additional space to enter information, make a duplicate blank PDF copy and fill in the section in which you need more space, print, and scan it along with other documents in your application package.

## NARRATIVE STATEMENT AND ESSAY QUESTIONS

- The Narrative Statement, Diversity Awareness Essay, and Personal Inspiration Essay questions allow us to gauge your critical thinking and writing skills. Follow the prompts carefully, and thoughtfully.

## REVIEW YOUR APPLICATION!

- Review your application for misspellings, grammatical or typographical errors, or missing words.
- Have someone (parent, teacher, counselor) proofread your application.
- Make a copy of your application for your records.
- **Note: Handwritten applications will not be considered.**

## SIGN THE APPLICATION

- Applicants under the age of 18 must include the signature of a parent or guardian.
- **Note: Applications with missing signature(s) will not be considered.**

## SCAN AND UPLOAD YOUR APPLICATION ONLINE

- In the process of completing the application you can **save** and **edit** your application before printing it.
- Please print and scan your application and required documents into one PDF file (not to exceed 10MB). Under the **Supplemental Questions** tab at the top of the page, upload the PDF online. The online application submission deadline is **December 13, 2018.**
- **Note: There are NO EXCEPTIONS to this deadline under any circumstances.**

## FINISH AND SUBMIT BUTTON

- Prior to the deadline of **December 13, 2018**, if you have already submitted your application, you can go back and make edits/changes, re-print, re-scan, and re-submit. **The previous submission will be removed.**
- **Note: The last version of your application submitted by 11:59 p.m. (PDT), on December 13, 2018, will be snapshot and the application period will then close. No more alterations or deletions are allowed after this deadline.**